



June 25, 2018

Dear Applicant:

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Candace Coder-Chew
Vice-President
Billy Koch
Secretary
Samantha Siegel
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STAFF

Lucinda Mandella
Executive Director
Natalie Rietkerk
Project Manager

285 W. Huntington Dr.
Arcadia, CA 91007
(626) 574-6622
A 501c3 Corporation

Thank you for your interest in applying for a grant from the California Retirement Management Account (CARMA). We are dedicated to preserving and protecting the quality of life for Thoroughbred horses after their racing careers have ended.

Through voluntary purse contributions, generous individual donations and fundraising, we are able to assist farms and facilities with basic needs and help fund programs that place horses in second careers and homes. CARMA provides support for hay and feed, health and veterinary costs, general farm upkeep and more. We also fund capital improvement projects, and education and awareness initiatives on a case by case basis. While we wish every need could be addressed, we are realistic about what it takes to provide a quality retirement environment for our former stars, and therefore have earmarked these funds for horses that have raced at participating track facilities in California.

The application includes a detailed questionnaire and financial reporting documents, as well as a signature page that must be included with your completed paperwork. Please review the requirement list carefully to ensure all mandatory materials are included in your application. Incomplete applications are ineligible for consideration.

The grant application will help us determine the best way to financially address your needs - please be as thorough as possible. CARMA will also be scheduling site visits following the application period. This will give us a chance to meet you, your volunteers and staff, and visit your facilities first hand.

The original application and all supporting materials should be submitted to CARMA no later than **September 7, 2018** and should be mailed to the address below. Please retain a copy of the application for your records.

The CARMA board looks forward to working with you to preserve the quality of life of our retired Thoroughbreds. Please feel free to contact me if you have any questions.

Sincerely,

Lucinda Mandella
Executive Director



2018 Grant Application

The deadline for this application is September 7, 2018.

Late applications will **not** be accepted.

Instructions for completing this application:

- I. All questions in the application must be answered.
- II. Incomplete applications, and/or applications that do not include the necessary supporting documents, will not be considered for granting.
- III. Upon receipt and review of the application, a site visit may be scheduled to confirm that the facilities and protocols are consistent with the information included in the application.

Your application must include the following:

1. Narrative – include purpose of grant/grant request and a needs assessment.
2. List Organization's:
 - Goals
 - Objectives
 - Mission and Vision Statements

Please include these pages with your application



2018 Grant Application

3. Property Descriptions: Please include a detailed description of the location(s) dedicated to your mission/purpose. You must include photos of every facility your organization uses for the horses listed in this application.
4. What is the organization's average **Annual** occupancy at each facility?
5. What is the organization's **Monthly** occupancy at each facility? *(please fill out Monthly Inventory Report form, which can be found on our website on the Grants page)*
6. Description of herd health and list of any major veterinary issues, etc.
7. A copy of any lease and/or boarding agreements pertaining to the properties where your organization has horses.
8. A list of current horses under your care, as of application submission date. *(please use Inventory Form, which can be found on our website on the Grants page)*
9. **Race-records for each Thoroughbred.**
***Please note that qualifying horses must show at least one start at a participating CARMA racetrack/association (Santa Anita Park, Del Mar Thoroughbred Club, Hollywood Park, Bay Meadows, Golden Gate Fields, California Racing Fairs (CARF), and Los Alamitos Thoroughbred Meets beginning in 2014). **You MUST include race records for your application to be considered.**
10. Description of any re-training or adoption programs currently in place.

Please include these pages with your application



2018 Grant Application

11. Sample of your current adoption agreement.
12. A list of the horses you've adopted/placed during the year and dates for each placement.
13. Fully executed adoption agreements for each horse (please include entire agreement for each adoption).
14. Details on all herd changes at your facility, including the passing/euthanasia of any horses.
15. Provide a copy of your written euthanasia policy.
16. Copy of your organization's IRS Exemption Letter attesting to your 501c3 status.
17. List of all fundraising activities performed throughout the year, including any major grants and/or contributors, fundraising events, and other current funding sources and uses.
18. Description of marketing and promotional programs your organization uses, including links to your website and social media. Provide samples of any printed promotional materials or links to sample e-communications.
19. General Operating Budget – please include budget/financials for both the current operating year and the application year (*if different*).
20. Copy of most recent IRS Form 990 tax return. If your organization does not submit a 990 please provide two (2) years (prior and current) years' profit/loss and balance sheet statements.

Please include these pages with your application



2018 Grant Application

- 21. Completed Statement of Functional Expense (attached).
- 22. Listing of the organization's Board of Directors, Officers and Executive Staff
- 23. Resume of President and/or Executive Director.
- 24. Copy of your volunteer agreements/guidelines.
- 25. Copy of liability insurance coverage, directors and officers liability coverage and any other applicable insurance.

Please include these pages with your application



2018 Grant Application

Please provide answers to the following questions:

1) What is your organization's mission statement?

2) What is your proposed use of the grant you are applying for?

3) Did you receive a CARMA Grant in 2017? If yes, how were those funds used?

4) Describe your organization's public education efforts.

Please include these pages with your application



2018 Grant Application

- 5) Please list/describe any publicity your organization has earned within the last year. You may include links to online articles or provide copies of printed articles.

- 6) Do any accrediting bodies accredit your organization? If yes, please provide details.

*** The CARMA Board reserves the right to request additional information during the review process.*



2018 Grant Application

- This grant application and all supporting documents must be postmarked by **September 7, 2018**.
- All applications should be typed and mailed to the address listed below. Illegible applications will be disqualified. Faxed or emailed applications **will not** be accepted.
- Please submit concise and complete applications. Please **do not** use three-ring binders or other large packaging, or include videos/DVD's.
- Applications will be reviewed and considered by the CARMA Grant Committee and Board of Directors. Applicant will be promptly notified of its status following the review process.
- Please ensure you have all the necessary supporting documents and materials needed for this application.
- Please sign your name below indicating you have read the above stated information. This page must accompany your completed grant application.

Printed Name of Grant Writer: _____

Signature of Grant Writer: _____ Date: _____

CARMA – 285 W. HUNTINGTON DR., ARCADIA, CA 91007
WWW.CARMA4HORSES.ORG 626-574-6622

Please include these pages with your application



2018 Grant Application

Organization's Corporate Name:	
Mailing Address:	
Physical Address (if different):	
City:	
County:	
State:	
Zip:	
Telephone:	
Fax:	
Website:	
Email:	

Please include these pages with your application

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a _____				
b _____				
c _____				
d _____				
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e				
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				